Assessment Correction Engine (ACE) – District User Guide
Year 2017

E-Mail Support: Please send your questions about ACE to
ade.schmail@arkansas.gov

Contents

Overview

The ADE Assessment Correction Engine (ACE) gives Arkansas School Districts the ability to correct 2017 ESEA (Elementary and Secondary Education Act) data. ADE received 2017 assessment information for the following assessments:

- ACT ASPIRE - ELA, Math, and Science (Grades 3-10)
- MSAA Alternate Portfolio - Mathematics & ELA
- QUESTAR Alternate Portfolio - Science

The enrollment records for students that tested in at least one assessment may be reviewed and corrected by the districts. There is no requirement to change any of this information, but if the information is changed, then supporting documentation must be provided to justify the change.

Records for students who were expected to test in a particular subject but failed to do so should have Reason Not Tested (RNT) codes assigned indicating why the student did not test. Some RNT codes will

negate the student's test expectation, thus improving the percent tested for the associated subject in the district.

Districts are encouraged to provide RNT codes for all students that did not test, however this is not required to submit the district for state review.

ACE displays districts' statistics on the one percent threshold for participation in alternate assessments, as well as the number and percentage of alternate assessments. There is no longer a one percent cap on alternate assessments that may be included as proficient. No alterations may be made to the table of alternate assessment statistics. There is no longer a section in the Assessment Correction Engine where alternate assessments are selected for inclusion or exclusion.
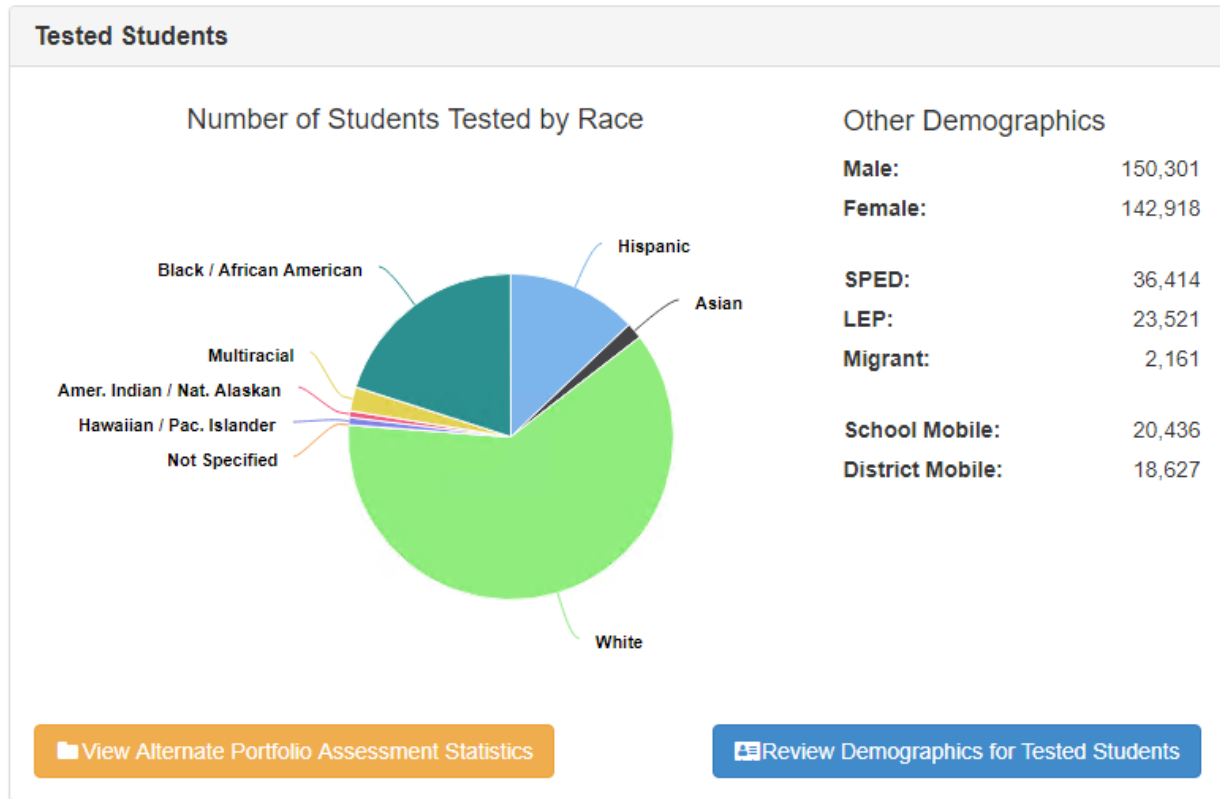
Logging In

To log in to ACE, point your browser to https://adedata2.arkansas.gov/ace. You will first be directed to the ADE Data Center to log in. District or School Level users should use their TRIAND login credentials to login. ADE users should use their ADE Active Directory credentials.

ACE Home Screen

Once you have logged into ADE Data Center, you will be redirected to the ACE Home Screen. This screen will give you an overview of the information for each assessment in which students in your LEA have participated. School-level users will only be able to view and/or change information for their school. District users will be able to view district-wide information, and will also be able to choose individual schools within the district to filter the results.

Tested Students

The '**Tested Students'** section displays an overview of demographic counts of students *who tested in at least one assessment.* These counts are based on student demographic information as of when student enrollment was evaluated for the purpose of generating Pre-ID enrollment files to submit to the test vendors. ***Again, these are not reflective of the exact student enrollment in your district/school. These statistics are based only on students who participated in at least one assessment.*** For example, the overall **Tested Students** for the entire State of Arkansas are as follows:

Tested Students

Number of Students Tested by Race

Black / African American

Hispanic

Asian

Multiracial

Amer. Indian / Nat. Alaskan

Hawaiian / Pac. Islander

Not Specified

White

Other Demographics

Male:	150,301
Female:	142,918
SPED:	36,414
LEP:	23,521
Migrant:	2,161
School Mobile:	20,436
District Mobile:	18,627

📁 View Alternate Portfolio Assessment Statistics

📇 Review Demographics for Tested Students

Non-Tested Students

The '**Reason Not Tested Statistics**' section will report statistics related to the number of students who were expected to test in each subject but did not do so. Some students will be automatically excluded from the Percent Tested calculations during the initial Assessment Corrections Engine data-load process. These auto-excluded records will not be displayed in the ACE user-interface because there is nothing more to be done for these records. The numbers displayed will only reflect students who *did not test* and *have not been automatically excluded* from the Percent Tested calculations based on Reason Not Tested (RNT) codes supplied by the assessment vendors.

A green button indicates that all non-tested records for the subject have been assigned RNT codes, and that supporting documentation has been provided for all records.

Excluded students do not count against the % Tested for the associated subject.

Reason Not Tested Statistics

Districts are encouraged to specify Reason-Not-Tested codes for all Not-Tested enrollment records, however this is not required in order to submit corrections.

| Subject	% Tested	# Tested	# Not Tested	With RNT	Excluded	
Literacy	99.38 %	319	5	5	3	☑Review
Mathematics	98.46 %	319	5	0	0	☑Review
					0	☑Review

An orange button indicates that there are non-tested enrollment records without RNT codes assigned, or that supporting documentation has not been provided. Districts are encouraged to supply RNT codes for all non-tested enrollment records. However this is not required to submit corrections.

For each subject, the values displayed will indicate the current percent tested, number of students tested, and number of students not tested (that have *not* been pre-excluded during the initial Assessment Corrections Engine data-load process.) Of the non-tested students, a count of those currently assigned RNT codes is displayed, along with the current number of non-tested records currently excluded from percent tested based on the RNT codes.

The color-coding on the **Review** button indicates whether or not RNT codes and supporting documentation have been provided for all necessary records. A green button indicates all information has been provided. An orange button indicates that either records need RNT codes assigned, or records need supporting documents uploaded.

The ACE Home screen is the starting point for all District and/or School level review activities. To return to this screen from any other screen in the system, simply click the **ACE Home** navigation link at the top of the page.

If at any time you encounter problems or have questions regarding the Assessment Correction Engine, you can quickly initiate an e-mail to ADE by selecting the Support menu item, then clicking 'E-Mail Support'. You may also access the User Guide from this menu.
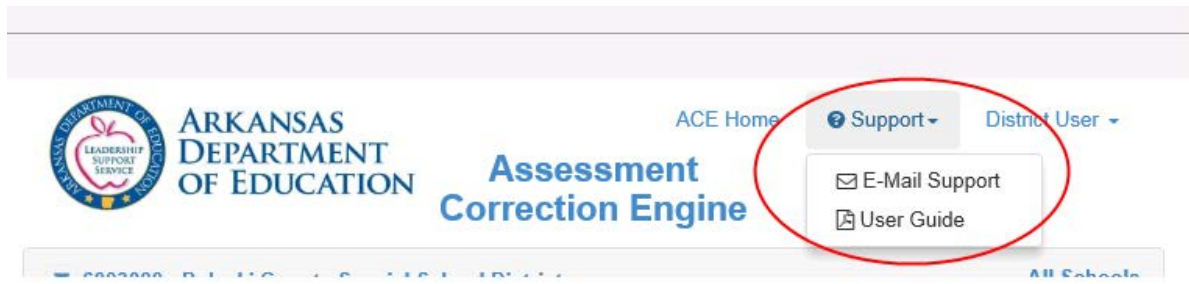
Non-Tested Enrollment – Not Tested Reason Review and Documentation

If your LEA has non-tested enrollment records that need RNT codes and/or supporting documentation assigned, you will do so for by clicking on the **Review** button corresponding to each subject. This will direct you to the 'Not Tested Enrollment Review' page. On this page you can assign/modify the RNT code associated with a non-tested enrollment record, as well as upload any supporting documents that are required. You can also toggle between ELA, Math, and Science Not Tested Reason Review by using the navigation tabs.

School: <All Schools> ☑ | ↻ Apply Filter

Sort by LEA Number

ELA | Math | Science

Navigation Tabs for toggling between subjects.

Literacy Assessment - Not Tested Reason Code Review

Status: <All Statuses> ☑ | ↻ Apply Filter

The current *Reason Not Tested* code

Assessment Status Indicators specify what assessment the student was expected to take, the RNT Code (if specified) and the exclusion status of the record.

(by Name or State Id): [   ]

'??' indicates no RNT code has been provided for the record.

LEA	Name	Eth.	ID	SSN	DOB	Grade	❓	
2603013		White			10/3/1997	10	❶ ASPIRE [09]	Action ▾
2603020		Black / African American			3/24/2003	7	❶ ASPIRE [05]	Action ▾
2603021					4/2000	10	⊘ ASPIRE [09]	Action ▾
2603021		White			4/15/2000	9	⊖ ASPIRE [02]	Action ▾
2603021		White			12/26/2000	9	⊖ ASPIRE [??]	Action ▾
2603021		Hispanic			8/1/2001	9	⊖ ASPIRE [01]	Action ▾
2603021		White			4/21/1998	10	⊖ ASPIRE [01]	Action ▾
2603021		Black / African American			8/16/1999	10	⊖ ASPIRE [01]	Action ▾

A legend explaining the various icons and colors used in the Assessment Status Indicators is found at the bottom of the page.

Assessment RNT Indicator Legend

⊖ XXXX [??]	No RNT code is specified; the record currently counts against your % tested.
ⓘ XXXX [##]	An RNT code is specified that will exclude the record from the % tested calculation *provided that* you provide sufficient documentation.
⊖ XXXX [##]	An RNT code is specified but it will not exclude the record from the % tested calculation.
⊘ XXXX [##]	An RNT code is specified and documentation is provided. The record is excluded from % tested calculation.
⊖ XXXX [##]	An RNT code is specified and documentation is provided but the RNT code does not exclude the record from % tested calculation.

Modifying *Reason Not Tested* Codes

To provide or modify a Reason Not Tested code, or to upload documentation for a non-tested enrollment record, click the '**Action**' button located in the last column of the associated record. A dropdown menu will appear, allowing you to click an '**Update / Upload Document**' item.

Action ▾

📝 Update / Upload Document
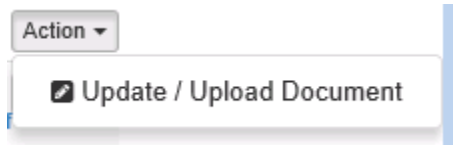
When 'Update / Upload Document' is selected, you will be presented with a popup screen allowing you to select the appropriate RNT code for the record, and to provide documentation supporting the change.

Update Reason Not Tested

Current RNT for Non-Tested enrollment record

Student:

Current RNT: 03 (Extended Hospitalization - Requires doctor's statement.)

New RNT:

Code	Reason	Excludes from Enrollment
01	Expelled, Suspended, or Absent on ALL days of the test administration, including the make-up test administration	No
03	Extended Hospitalization - Requires doctor's statement.	Yes
04	Residential treatment - Requires doctor's statement.	Yes
05	Homebound - Medically fragile - Requires doctor's statement.	Yes
06	Incarcerated / Juvenile Detention	Yes
07	LEP Less than 1 Year (ELA Only, 1)	Yes
08	Moved to a different state/out of country	Yes
09	Withdrew from School	Yes
10	Enrolled in a home-school/private-school	Yes
11	Homeschooled except for extracurricular	
12	Special Education services for home/private school	
13	Student Refused to Test	
14	Deceased	
15	Youth Challenge	
16	Tuition Agreement	Yes
18	Student took Alternate Assessment	Yes
19	Student in wrong grade level	Yes
20	Student's test record is at another school	Yes
		Yes

New RNT – will change to match the RNT selected when the user clicks on the *code* in the list of available codes

ALL CHANGES to Reason Not Tested codes require supporting documentation. The upload button will turn green when the document has been uploaded.

You will be allowed to Save Changes once the code has been selected and a document has been uploaded.

Close   Save changes

You are presented with a list of possible RNT codes applicable to the assessment type. The student's name is displayed, as well as the current RNT code, if any. When you select an RNT code, the code and description will be displayed near the '**New RNT:**' label.

All changes to RNT codes require supporting documentation. Click the ⬆ button to select the file you wish to use to justify the change. Click 'Save Changes' to update the RNT code and upload the document file to ACE.

Tested Enrollment Demographic Review

To review the tested enrollment demographics for any assessment, click the **Review Demographics for Tested Students** button in the Tested Student Demographics tab on the ACE Home screen. The Tested

Enrollment Demographic Review screen will open. You can use this screen to modify the demographic information associated with each tested student record.

Green status indicators show which assessment the student took for the Subject. Red indicators mean the student was expected to test but did not. Only students that took *at least one* assessment are displayed in this list, so all students should have at least one green status indicator.

Use column headers to sort

Click the 'Action' buttons to modify a record, view its modification history, or to undo changes

Showing 1 to 10 of 2,091 entries

School LEA	Name	Ethnicity	SSN	State ID (Triand)	DOB	Grd Lvl	Gdr	Ec. Dis.	G/T	Mobility S	Mobility D	SPED Cur	LEP Cur	LEP < 1 Yr.	LEP Fmr. Mon.	LEP Mon. Exit	Assessments ELA	Math	Sci	
2603011		Hispanic	9714		12/17/2007	3	F	Y	N	N	N	N	Y				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011												N	N		Y1		ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011												N	N				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011												N	N				ASPIRE	ASPIRE		Action ▾
2603011		Black / African American	8347		11/3/2006	3	F	Y	N	N	N	N	N				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011		White	1441		11/19/2007	3	M	Y	N	Y	Y	N	N				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011		White	1642		9/16/2006	4	F	Y	N	N	N	N	N				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011		White	1878		8/7/2007	3	F	N	N	N	N	N	N				ASPIRE	ASPIRE	ASPIRE	Action ▾
2603011		Hispanic	0238		10/25/2005	4	F	Y	N	N	N	N	Y				ASPIRE	ASPIRE	ASPIRE	Action ▾

Export

Apply Filter

To filter data, enter your criteria in the text boxes and drop downs. Then click **Apply Filter**

2 3 4 5 ... 210 Next

The data presented can be sorted by clicking on the desired column header. It can also be filtered by using the filter text and drop-down boxes in the table footer.

To update a record, click the '**Action**' button. A dropdown menu will appear allowing you to select an '**Update**' button. Clicking '**Update**' will pop up an *Enrollment Data* screen with the student's current information.

Like the RNT codes, any change to a student's information requires that a supporting document file be uploaded to ACE for ADE review. Click 'Save Changes' to save your changes and return to the Tested Enrollment Demographic Review Screen.

Enrollment data that has been modified will appear in red text.

On modified records, you can also view a detailed list of changes by clicking the **Action** button, and selecting **View History** from the drop-down menu. A screen will open showing a detailed list of changes including the original value and new value, when the change took place, and by whom the change was made.

One Percent Threshold for Participation in Alternate Assessment Statistics

To review the Mathematics and Literacy participation in alternate assessment statistics for your district, click the '**View Alternate Portfolio Assessment Statistics**' button located on the ACE Home Screen:
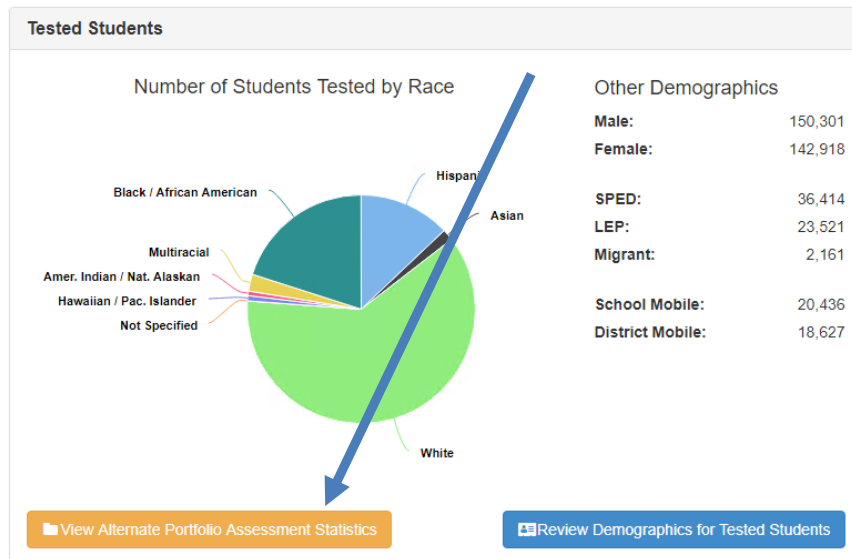
This will open a screen in which you can view the Literacy and Math Alternate Portfolio participation for your district and the schools it comprises.

Districts Tab

Subject:	All Subjects ▾						± Export (XLS)

Districts	Schools

Show 25 ▾ entries

District LEA	District Name	Subject	N Total Testers	1% of Total	N Alt. Portfolio Testers	% Alt. Testers	Overage
███████████████		ELA	1980	20	32	1.62 %	12
		MATH	1980	20	32	1.62 %	12

Showing 1 to 2 of 2 entries

Previous **1** Next

The columns on the District tab are defined as follows:

- **N Total Testers** – the overall total number of students tested for the subject in the district.
- **1% of Total** – the value equivalent to 1% of N Total Testers for the subject
- **N Alt. Portfolio Testers** – The number of students participating in an alternate portfolio assessment for the subject.
- **Overage** – the number of student participating in the APA exam exceeding the 1% cap.

Schools Tab

District LEA	District Name	School LEA	School Name	Subject	N Total Testers	N Alt. Portfolio Testers	% Alt. Testers
			INTERMEDIATE SCHOOL	ELA	726	12	1.65 %
			INTERMEDIATE SCHOOL	MATH	726	12	1.65 %
			HIGH SCHOOL	ELA	505	6	1.19 %
			HIGH SCHOOL	MATH	505	6	1.19 %
			MIDDLE SCHOOL	ELA	749	14	1.87 %
			MIDDLE SCHOOL	MATH	749	14	1.87 %

Subject: All Subjects

Export (XLS)

Districts | Schools

Show 50 entries

Showing 1 to 6 of 6 entries

Previous 1 Next

The columns on the Schools tab are defined as follows:

- **N Total Testers** – the number of students tested for the subject at the school.
- **N Alt. Portfolio Testers** – The number of students participating in an alternate portfolio assessment for the subject at the school.
- **% Alt. Testers** – The percentage of students participating in an APA exam for the subject at the school.

District Submission

Once documentation for corrections have been uploaded, the district superintendent may submit your corrections to ADE for review. Only the superintended can finalize the submission. To do so, return to the ACE Home screen. If all tasks are complete, a blue button entitled 'Submit Corrections' will be present near the bottom of the Home page.

Clicking the **Submit Corrections** button will direct you to the District Submission screen. Superintendents are required to enter their contact information (Name, Phone Number, Job Title, and Email address). When possible, this information will be prepopulated with information associated with your TRIAND login. However, any fields that do not have data must be completed before you can complete the submission. You must also upload a Certification Form signed by the Superintendent when submitting the corrections.

Once you have submitted your corrections, you will be redirected to the ACE Home screen. The ACE Home screen will then indicate the date the submission was completed, as well as the user that completed the submission.

Your name, phone number, email address, and job title, as well as a certification form must be provided when a district is submitted

Click the link provided to download a blank ESEA Superintendent Certification form. This form must be printed, filled out, signed, scanned, and uploaded when corrections are submitted.